



JOB DESCRIPTION

Title: **INVENTORY CONTROL SPECIALIST**
Department: Power
Class Code: 6875
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 11

GENERAL PURPOSE

Under general supervision from the Materials Supervisor, performs a variety of duties in receiving, issuing, handling, and accounting for inventory stock in the Power Department Inventory Warehouse and yard.

EXAMPLE OF DUTIES

- *-- Issues supplies, materials, and equipment to City employees; manually pre-picks stock items from multi-level racking which are specified in Work Order documents, in advance of issuance to field crews; completes all necessary paperwork for stock items issued, and forwards to supervisor.
- *-- Receives delivered supplies, materials, and equipment; confirms that delivered goods match purchase order specifications of quantity, condition, model number, etc; completes all necessary paperwork for stock items received, and forwards to supervisor.
- *-- Receives returned powerline material stock items; disassembles, inspects, determines suitability of material for restocking.
- *-- Utilizes mainframe computer terminal to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard.
- *-- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually.
- *-- Organizes and maintains warehouse and inventory yard areas for efficient material storage and handling; maintains labeling system on each stock item; manually stocks inventory shelving with stock items received or returned.

- Maintains records and coordinates the periodic safety inspection and testing of specialized utility equipment.
- *-- Operates indoor and heavy duty outdoor forklifts, and other necessary vehicles and equipment, to properly handle materials being received, issued, stocked, and picked; provide other City departments with forklift operations as needed.
- *-- Provides radio-dispatched delivery of materials to in-field job sites.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and one (1) year experience in a computer-aided warehousing operation, or any equivalent combination of education and experience to include one (1) year experience in forklift operation.

Special Requirements

- Must be able to obtain and possess a valid Utah Commercial Driver License within four (4) months after date of hire.
- Responds to emergency call-outs.
- Ability to understand mathematical conversions.
- Must be able to obtain OSHA required Forklift Certification within four months after date of hire.

Necessary Knowledge, Skills and Abilities

- Working knowledge of inventory control practices; working knowledge of tools, supplies, equipment used in the construction and maintenance of electrical supply systems. Working knowledge of computer terminal operation. Considerable knowledge of equipment operating principals and procedures. Considerable knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials.
- Skill in operation of assigned equipment.
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications.

- Ability to perform minor equipment maintenance and repair; follow standard safety practice and procedures common to equipment operation work; follow written and verbal instruction; and to maintain accurate records with some knowledge of mathematical conversions.

TOOLS & EQUIPMENT

- Phone; personal computer; copy machine; fax machine; radio; 10-key calculator; forklift, vehicle, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and walk and talk or hear; and use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally climb or balance, stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.